

South Jordan City

Job Description

Title:	HVAC Specialist/Facilities Maint. Worker	Effective Date:	2/1/16
Budget Code:	100230	FLSA:	Non-Exempt
Pay Grade:	10	Workers Comp:	Municipal

GENERAL PURPOSE

Troubleshoot, diagnose, repair and perform preventative maintenance on commercial air conditioning and multi-zoned heating and cooling systems that incorporate pneumatic, digital, and central energy management system controls. Perform semi-skilled and skilled general facilities corrective and preventative maintenance tasks and repair of plumbing and electrical systems. Assist in scheduling large overhauls or major installation projects.

SUPERVISOR

Facilities Coordinator

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Monitor, inspect and perform corrective and preventative maintenance on HVAC systems and components. Services include, but are not limited to, thermostats, air filters, blower fans, belts and bearings.

Develop heating, ventilating, and air conditioning (HVAC) system modifications plans.

Operate small mechanized equipment as needed to maintain buildings and grounds; groom building surroundings; perform winter snow removal.

Monitor building temperatures; adjust thermostat settings for heating and air conditioning; change heating system filters.

Perform general maintenance and repair duties related to routine plumbing, electrical, carpentry, chemical and mechanical functions of city buildings and environs.

Ensure proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.

Respond to emergency situations during non-regular work hours. This position is subject to being called to work prior to or after the scheduled shift depending on circumstances as needed and will be assigned various facilities throughout the City. Ability to work full time schedule and rotating "on-call" nights, weekends, & holidays.

Install, remove, and paint interior walls; move furniture as required.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from High School or G.E.D.;

AND

B. Two (2) years related general maintenance work at least three (3) years of experience with HVAC or similar maintenance, of which two (2) years must have been in service and repair.

2. Special Qualifications:

Valid Utah Class D Driver License

Specialty Contractors License in Heating and Air Conditioning, graduation from a recognized HVAC training program, and specific experience in computerized system maintenance preferred.

Must possess EPA refrigerant certification Type I, Type II or Universal.

Must possess current Rocky Mountain Gas Association (RMGA) certification within six (6) months of hire date.

3. Knowledge, Skills and Abilities:

Knowledge of practices, tools, equipment and materials used in maintenance work; working knowledge of safety practices of maintenance work and use of cleaning agents and equipment; some knowledge of hazardous materials policies, procedures and safety regulations; some knowledge of general carpentry, electrical, mechanical, plumbing and related skill areas as needed to perform routine maintenance duties.

Skill to perform routine maintenance on equipment and determining when and what kind of maintenance is needed. Conduct tests and inspections of products, services, or processes to evaluate quality or performance.

Ability to operate tools and equipment used in maintenance work; ability to follow oral and written instructions; ability to perform heavy lifting and other duties requiring moderate physical strength. Ability to develop working relationship with other employees and supervisor(s).

4. Working Conditions:

Tasks require variety of physical activities, such as walking, standing, stooping, sitting, reaching, lifting (40-60 lbs.), climbing ladders, etc. Talking, hearing and seeing essential to the performance of the job. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, critical thinking. Frequent local travel required in normal course of job performance. Work is occasionally performed in confined spaces, in hot or cold environments such as rooftops or equipment rooms and in noisy and/or crowded environments.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Municipal Non-Exempt	EEO-4 Class:	Serve/Maint.
Location:	Facilities	EEOP Class:	Serve/Maint.
Group/BU:	General Pay Plan	Tech-Net Match:	650 & 640